



My services

Alltagsmomente offers you a wide range of services tailored to your needs.

From organizing your private office to helping you plan unforgettable personal events to providing expert administrative support—I am here for you.

Everyday help

Everyday life can quickly become challenging, especially when there are many tasks to be done at the same time.

I support you or your loved ones exactly where help is needed—

whether it's running errands, doing research, obtaining quotes, or helping to clear out a household.

I work reliably, efficiently, and always with an open ear for your individual wishes.

Whether you are looking for relief in everyday life, need support with administrative tasks, or want someone

to simply take care of things for you – I am happy to be there for you.

Discreet, trustworthy, and with great commitment, I will make your everyday life a little easier.

Also ideal as support for your loved ones if you don't have the time or are not nearby.

office organization

I bring order and structure to your office

so that you can concentrate on what matters most.

From filing to digital organization—

I optimize your workflows.

Event ideas & planning

Are you planning an event but

don't know where to start or

what to consider? - No problem.

I will create a checklist tailored to your wishes, budget, and the occasion.

Your everyday life, my expertise

With Alltagsmomente, you have a reliable partner at your side to help you master your everyday life.

We take the burden off your shoulders so that you can concentrate on what is really important.

I offer personalized support for individuals across various areas of life – whether for everyday tasks or special occasions.

My services combine everyday assistance, planning, and office organization – all from a single, trustworthy source.

Everyday Support

- Assistance with daily personal tasks (e.g. scheduling appointments, small errands, pickups, etc.)
 - Weekly grocery shopping – done for you and delivered to your home
 - Bringing structure and clarity to your private administration and office organization
 - Help with administrative tasks (scheduling, research, forms, and more)
 - Support with household clear-outs – tailored to your specific needs and wishes
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Office & Administrative Organization

- Email and calendar management
 - Organizing documents and filing systems (physical and/or digital)
 - Creating and preparing templates, checklists, meeting minutes, presentations, etc.
 - Research and comparisons (e.g. quotes, service providers, suppliers, etc.)
 - Support with invoicing, offers, and customer management
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Event Ideas, Planning & Advice

- Consultation and organization of small to medium-sized private events
 - Suggestions for planning timelines and service providers (e.g. florists, decorations, music – note: no venue brokering)
 - Support with invitation ideas, decorations, and time management
 - Practical advice for organizing every little detail
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Bringing Joy & Planning Surprises

- Creative ideas to surprise and delight loved ones
 - Planning surprises for special situations (e.g. in hospitals, birthdays, anniversaries, before exams)
 - Full implementation from start to finish – from the initial idea to the final delivery
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Additional services available upon request.

Daniela Samulski



Alltagsmomente – That's Me

I was born in 1991 and grew up in Iserlohn, Germany (North Rhine-Westphalia), but I've been living in beautiful Switzerland since 2014.

Professionally, I've been working in the hospitality industry for over 15 years – a world where warmth, organization, and attention to detail are essential every single day.

During this time, I've been able to develop and deepen my strengths in planning, coordination, administration, and working with people.

Supporting others, creating structure, and being there for moments that make life easier – that's what I truly love.

I enjoy bringing order to chaos, optimizing processes, and offering support with both heart and clarity.

After more than a decade in Switzerland, I look back on a wealth of diverse experience in various areas of hospitality.

These years have shaped me – they've shown me how valuable empathy, organization, and a listening ear are in everyday life.

I want to be a reliable support for you – someone who thinks ahead, takes initiative, and creates space for what really matters to you.

Because every day is different – and so is the support I offer:
personalized, flexible, and from the heart.

Feel free to get in touch for non-binding informations.

I look forward to meeting you and creating your very own "Alltagsmomente" together.

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